

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Universal Administrative Fee	REFERENCE NUMBER: 2006-018
DATE ISSUED: 6/20/06	SUPERSEDES:

This memorandum should be forwarded to:

**Employee Benefit Officers
Personnel Officers
Personnel Transaction Supervisors
Personnel Transaction Staff
Budget Officers
Accounting Officers**

FROM: Department of Personnel Administration
Benefits Division

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The Department of Personnel Administration (DPA) is increasing the Universal Administrative Fee by \$0.47 per pay period for each employee who has a Dental, Vision, or pre-tax deduction under the State's Flexible Benefit Plan.

The current rate of \$1.22 per employee will increase to \$1.69 per employee effective July 1, 2006, pursuant to the Budget Act Control Section 3.50.

Effective July 1, 2006, the Universal Administrative Fee will also include the departmental assessment for the Merit Award Program (MAP) previously transferred on an annual basis; the new employee rate of \$1.69 per month includes the MAP assessment.

Personnel staff with questions may call Ms. Belinda Collins of the DPA Benefits Division at (916) 324-0468.

/s/ Debbie Endsley

Debbie Endsley
Chief